SUPPLEMENTARY

COLLECTION OF OFFICE ORDERS

FOR THE

REVENUE, GENERAL, STATISTICAL DEPARTMENTS

OF THE

BENGAL SECRETARIAT.

CALCUTTA:
PRINTED AT THE BENGAL SECRETARIAT PRESS.
1892.

PREFACE.

THERE are many office orders, I find, understood to be in force, which have not been included in the "Rules of Business," recently published; also, many matters of detail are not provided for in those Rules; also, many new orders are being issued to meet cases as they arise.

2. It seems to me very desirable to make and to maintain a collection of such office orders, to be regarded as supplementary to the "Rules of Business." In making it I have availed myself of a number of such orders from office-order books and of others which have worked well in the office of the Board of Revenue. It will be maintained by the circulation of slips for insertion.

3. I desire to work this collection of office orders experimentally for a time in the Revenue, General, and Statistical Departments; so that, if found useful, it may be recommended to the other Secretaries for incorporation, in whole or in part, with the "Rules of Business."

4. Any instances in which these Departmental office orders have the appearance of affecting a Rule of Business should be brought to my notice at once, so that the former may be amended.

5. I shall be glad to receive suggestions from any one for the framing of additional orders, so that a complete Code may be eventually constructed, and each Assistant may know exactly how his work is to be done.

6. These orders should be quoted as "No. — in the Supplementary office-order book."

C. E. BUCKLAND,

Secretary.

11*th January* 1892.

TABLE OF CONTENTS.

	Rule.
Absence without leave	1
Addressing of letters	2
„ the High Court	3
Administrative sanction	4
Annexures	5
Annual Reports and Resolutions	6
Application for appointment elsewhere	7
„ „ expenditure	8
Assistants' insolvency or embarrassments	9
Buildings	10
C.B.	11
Characters of officers	12
Correction of proofs of correspondence and notes	13
Corrections by office	14
Copying Department	15
Delays in correspondence	16
„ „ drafting	17
„ „ the Routine branch	18
Demi-officials	19
Departmental memoranda	20
Despatch of letters	21
Discourtesy of assistants	22
Drafts	23
Enclosures	24
Examiners	25
Files, arrangement of	26
Forms, alteration of	27
Gazette, examination of	28
Government of India's letters	29
Indexes	30
Inspection and other notes by His Honour	31
Leave	32
„ casual	33
Letters to India	34
Marginal notes	35
Mode of obtaining official information	36
Native officials	37
Neatness	38
Note sheets	39

	Rule.
Notifications	40
Number and date of order to be noted on letter	41
Office notes	42
„ orders	43
Official communications to newspapers	44
„ drafting	45
Papers found with any one who has no concern with them	46
Papers, taking home of	47
Pending lists, omission from	48
Pension, application for	49
Petitions improperly stamped	50
Post-dating papers	51
Printing of papers	52
„ „ proceedings	53
Progressive salaries	54
Record-keeper	55
Red and yellow labels	56
References	57
Registrar, powers of	58
Reminders from India	59
Service-books	60
Smoking	61
Spare copies	62
Stamps, court-fee, punching of	63
Submission of case to Secretary	64
„ „ cases separately	65
Tape	66
Telegrams	67
Tour, files sent on	68
Unauthorized information	69
Volunteers	70
Weekly submission of printed papers to His Honour	71
Writing	72

At page 1, rule 6, substitute the words "one copy of it is to be sent up for the Lieutenant-Governor," *for* "*two copies of it are to be sent up for the Lieutenant-Governor, so that His Honour may have the second copy to keep when he returns his annotated copy to office for the drafting of the Resolution.*"

1. Under the provisions of article 463 at page 111 of the "Civil Service Regulations," absence from duty *without leave* entails forfeiture of past service. It must, therefore, be distinctly understood by all assistants and employés in this office that, in future, the mere statement (in an order) of a fact as to absence *without leave* will have the effect indicated, without further orders. Absence without leave.

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2. All letters issued from this office, whether to the Government of India, to other Local Governments, or other Departments or officers under this Government, should be addressed to the *Secretary*, even though our letters be sent in answer to communications from an Under-Secretary or Assistant Secretary. The same course should be followed whether letters from this office issue under the signature of the Secretary or Under-Secretary. Addressing of letters.

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3. The Hon'ble Judges and the Registrar of the High Court must not be addressed by endorsement. Addressing the High Court.

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4. No administrative sanction for new buildings exceeding, say, Rs. 1,000, is to be given without the Lieutenant-Governor's sanction. Administrative sanction.

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5. Every annexure to letters issued is to be headed annexure (or, if more than one, annexure No. so-and-so) to Government letter to , No. , dated , referred to in paragraph , being a letter from so-and-so to so-and-so, No. , dated .

(2) Every paper which was received as an annexure to a substantive letter (which letter itself becomes an annexure to the Government communication) is to be similarly headed as annexure to a letter from so-and-so to Government referred to in paragraph .

(3) Every annexure and enclosure is to be arranged *after* the substantive letter to which it is an enclosure.

(4) When annexures to a letter issued are numerous, they are to be accompanied by an index. Annexures.

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6. As soon as an Annual Report is printed, ~~two copies of it be sent up for the Lieutenant-Governor, so that His Honour may have the second copy to keep when he returns his annotated~~ Annual Reports and Resolutions.

Annual Reports and Resolutions.

~~copy to office for the drafting of the Resolution~~. When a new Annual Report is submitted to Secretary, two copies of it are to be placed in the file.

His Honour's annotation.

(2) Every Annual Report is to be sent to His Honour for annotation directly it is received, with a copy of the preceding year's Report and Resolution, and a note showing the date fixed for—

(1) receipt of the Report,
(2) issue of the Resolution,
(3) submission to Government of India.

(3) The Resolution on an Annual Report (other than a Commissioner's) is not to be begun until His Honour's annotated copy is received.

Drafting of Resolutions.

(4) Resolutions on Annual Reports should be brief and only touch on important matters, but it is often useful to give publicity to facts on which no comments are required. With regard to Commissioners' Annual Reports, a draft Resolution is on receipt to be put up, and to contain (*a*) a certain amount of statements of facts, (*b*) further treatment and expression of opinion on important matters; it should be from 4 to 6 printed pages in length. If the Lieutenant-Governor has time to read and annotate a spare printed copy of the Report, His Honour's notes are to be utilized in the draft Resolution, but the draft is not to be delayed for them.

Copies for His Honour.

(5) ~~When a Resolution has issued on an Annual Report, a~~ copy of the Resolution is to be bound up in green paper cover with the Lieutenant-Governor's annotated copy (if any) of the Report, and submitted to His Honour for his own use. Before this is done, His Honour's notes should be copied on to another copy of the Report, and this copy, with a copy of the Resolution, should be kept in the file in office.

(6) When His Honour has not annotated a copy of the Report, a plain copy of it should be bound up with a copy of the Resolution and submitted.

Circulation of draft Resolutions among Secretaries.

(7) When the Annual Resolutions on Commissioners' Annual General Reports have been prepared by Revenue-General Secretary and by His Honour, copies of them are, according to standing orders, to be sent to Financial and Chief Secretaries before they are gazetted. In future these copies are to be sent direct to the Financial and Chief Secretaries themselves, and not into their offices. At the same time a red slip, with a printed request on it that the draft may be returned as soon as possible, should be put on the copy of the Resolution. This ought to prevent the great delays that have occurred.

Resolutions.

(8) All Resolutions are to be numbered as well as dated.

In the supplementary Office Order Book insert the following as rule 6 (3) (*a*) :—

(3) (*a*). When His Honour's annotated copy is received, it is to be sent to the Calcutta office, and it is the duty of the Under-Secretary (or, if he is at Darjeeling, of the Head Assistant) to look through all the questions which His Honour has put as desiring more information, and to obtain that information and submit replies when the draft Resolution is submitted, so that His Honour may enter the replies in the annotated copy which he keeps for his own use, for future information.

For rule 6(5) *of the Supplementary office order book, substitute the following rule :—*

7 "When a Resolution has issued on an Annual Report, a copy of the Resolution and separate letter (if any) is to be bound up in green paper cover with the Lieutenant-Governor's annotated copy (if any) of the Report and submitted to His Honour for his own use. Before this is done, His Honour's notes should be copied on to another copy of the Report, and this copy, with a copy of the Resolution and separate letter (if any), should be kept in the file in office. These two copies of the bound-up annotated report, *i.e.*, His Honour's copy and the office file copy, are to be submitted to Secretary within 24 hours of the issue of the Resolution.

Add a new rule to rule 6 as 6(9) :—

(9) On the 1st of each month a statement is to be submitted to the Lieutenant-Governor showing—

(1) Annual Reports received during the month;
(2) Resolutions on them issued during the month;
(3) Resolutions under preparation, showing in whose hands they are and the stage reached;
(4) Reports due during the month and not received.

7. Any assistant or employé in the office who may desire to apply for an appointment elsewhere in Government or private service must, in each instance, first obtain the Secretary's permission to do so. The application for the Secretary's permission is to be made in writing and submitted, in the usual way, through the head of the office. Application for appointment elsewhere.

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8. When application is made for expenditure, either permanent or temporary, for establishment, &c, it must be ascertained before according sanction that provision has been made for the expenditure in the budget. Application for expenditure.

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9. The attention of all persons employed in the establishment of the Revenue, General and Statistical Departments is drawn to the following orders of the Government of India in the Home Department, No. 29—1770-92, dated 8th October 1889:— Assistants' Insolvency or Embarrassments.

READ again—

Home Department Resolution No. 2—77-102 (Public), dated 19th January 1884.

RESOLUTION.

In the Resolution of January 1884, cited in the preamble, the Governor-General in Council invited the attention of all Local Governments and Heads of Departments to the imperative duty which devolves on them of taking severe notice of the conduct of clerks and other employés who allow themselves to fall into embarrassed circumstances, and it was pointed out that Assistants in Government offices should clearly understand that, if they voluntarily contract debts or obligations which they are unable to meet, they render themselves liable to summary dismissal.

2. His Excellency in Council has reason to fear that the tenor of these orders has not always been properly understood, and desires to supplement them by more definite instructions as to what constitutes such a state of indebtedness as to render it undesirable that a person should be retained in the public service. The Governor-General in Council accordingly directs that, where half the salary of a Government official is constantly being attached for debt, or has been continuously under attachment for more than two years, or is attached for a sum which, under ordinary circumstances, it will require more than two years to repay, a full schedule of the officer's debts should be obtained by the head of the office, and the case dealt with in the same way as if the debtor had taken advantage of the Insolvency Court. In such cases it should be specially ascertained—

(1) what is the proportion of the debts to the salary and the extent to which they detract from the debtor's efficiency as a public servant;

(2) whether the debtor's position is irretrievable;

(3) whether it is desirable under the circumstances to retain him—

(a) in the particular post he occupies, or

(b) in any position under Government.

It will be for Local Governments and the different Departments under the Government of India to issue subsidiary directions to officers subordinate to them as to the authority to which the schedule of debts and the report on it should be submitted for orders.

Buildings.

10. No instructions should be given for placing buildings on the Public Works Department books without first consulting that Department.

C.B.

11. A paper marked "C.B." by the Lieutenant-Governor means that a spare copy is wanted for His Honour's book of important Circulars.

Characters of Officers.

12. Observations on the characters of officers received with the Annual Administration Reports (Commissioners' and Departmental) are to be printed separately and treated as confidential. The Commissioners' observations are, when printed, to be sent in a sealed packet to the Appointment Department for the necessary action.

Correction of proofs of correspondence and notes.

13. Proofs of unrecorded "from letters" are to be examined
Before record. by press readers.

(2) Proofs of notes and drafts are to be corrected by the correspondence clerk in charge of the case.

(3) An Assistant is to be nominated from time to time to
After record. examine and correct proofs of recorded papers, and the Under-Secretary's orders are to be taken before a change is made.

(4) In each case the person examining or correcting the proof is to write his name legibly at the left-hand bottom corner of the last page of the clean proof. He will be held responsible for the absolute accuracy of the proof in every detail.

Corrections by office.

14. Assistants are to bring to the notice of Under-Secretary and Secretary any apparent slips or mistakes in anything written by those officers or by the Lieutenant-Governor.

(2) Assistants are not to alter anything written by the officers without referring the matter even if an obvious mistake appears to have been made.

Copying Department.

15. The following duties devolve on the examiner. He will distribute work to the copyists, keeping an account of the letters received from the different departments given out to the copyists and received back from them. He will check the quantity of work done by each copyist, and be responsible for the regular and early disposal of work sent to the copying department, and he will also copy letters as he finds time to do so.

Delays in Correspondence.

16. Drafts, &c., marked "Issue early" by the Secretary or Under-Secretary are to be dealt with by the drafting assistant and the sorting clerk in the same way and, like "urgent" cases, *watched* by them so as to issue on the day that the order for issue is given,

1. Add to order 11 :—

It is to be sent by the Secretary to the Private Secretary at once. A particular officer is to be charged with the duty of furnishing spare copies to the Secretary, at Calcutta, and at Darjeeling.

Add to rule 13 of the S. O. O. Book the following:—

(5) "Before a Resolution on an Annual Report, or any letter containing figured statements or dealing largely with figures is finally printed off, or published, every figure in it must be carefully checked and ticked in red ink by an assistant other than the assistant who has had anything to do with the drafting of it. The assistant who checks the figures shall certify on the note sheet that he has done so, and will be held responsible for bringing any mistakes or discrepancies to notice."

(Sd.) H. H. Risley,

even if the copyists and examiners or others have to remain in office till a late hour, and to take the papers for signature to the Secretary's house to get it done. Delays in Correspondence.

(2) All drafts when approved by the Secretary are, after receipt in the office by the Registrar, to be sent on through the Head Assistant concerned and made over by him to the drafter. This arrangement will keep the Head Assistant informed of all that is going on in his department, and also enable him to supervise his drafters, though at the same time it will not absolve the drafter or sorting clerk from any portion of his responsibility as to watching an "urgent" case or a paper marked for "Issue early" through its different stages. Drafts.

(3) The Assistant in charge of each department will be held responsible that a letter or order does not issue if another letter or communication on the same subject (which is or may be affected by the later receipt) has been meanwhile received, and that both are put up together at once before the Secretary. The responsibility under this rule of an Assistant temporarily absent will remain, as it will be his duty to find out immediately upon his return what happened in his absence. Letters issuing.

(4) With the object of delays in issue being brought to the Secretary's notice by the Assistant in charge of each department, it will be the duty of the despatcher, directly after the despatch of fair copies of letters, &c., to bring the drafts, &c., to the sorter and to get his initials and date against the entry of the date of the despatch. The despatcher will be held responsible if he does not get the initials of the sorter. Letters issued.

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17. Whenever a period of more than three open days elapses between the order for drafting a letter and the time of its submission, an explanation of the delay is to be furnished with the draft. Delays in drafting.

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18. The sorting clerk is to bring to the Registrar's or Head Assistant's notice all letters that are not received back by him from the copying department within two days. The Registrar or Head Assistant is then to see that the letters are got back at once, or that the delay is satisfactorily accounted for. Delays in the Routine Branch.

(2) Similar action is to be taken in regard to letters, sent to press, which are not received back within three days.

(3) The despatcher is to be careful that no letter that is two days old is kept back by him from despatch.

(4) Urgent cases must be disposed of without delay, and letters marked "urgent" must issue on the very day on which they are so marked, unless there is good reason for keeping them back. Whenever any delay is anticipated, the matter must be referred for the consideration and orders of the Registrar or Head Assistant.

(5) The senior copyist will, as a rule, inform the examiner of the receipt of all urgent papers.

Delays in the Routine Branch.

(6) The examiner will not leave office until he has examined all the urgent papers of the day. He will also daily, before leaving office, enquire of the Registrar and Head Assistant whether there are any "urgent" papers which require his attention.

(7) The Registrar, Head Assistant, drafting assistants, and sorting clerk will each keep a memorandum book of "urgent" cases which pass through their hands, and they will watch such cases until the orders issue.

(8) All "early" and "urgent" cases must be submitted with yellow or red slips respectively pinned on to the top paper, and the word "early" or "urgent," as the case may be, must be written conspicuously in red ink at the top of the letter.

(9) The memorandum book for urgent cases will have the following headings:—

1. Number of letter.
2. Date of letter.
3. From whom received.
4. Date of submission to Secretary.
5. Date of return from Secretary.
6. Date of submission of draft orders to Secretary.
7. Date on which draft is returned.
8. Date and hour when draft is marked for issue.
9. Date on which letter is issued.

(10) The recording clerk must send out every letter for issue that reaches him before 4-30 p.m., before he leaves office.

(11) The despatcher must every day clear his files before leaving office.

Demi-officials.

19. Demi-official letters are to be treated as urgent, whether on receipt or for issue. When received and sent into office, they are, if possible, to be pasted on half a foolscap sheet or fastened to it with thread or silk and resubmitted with file or papers and marked urgent.

(2) When a demi-official for issue is sent into the office, whether for a draft or for a copy of Secretary's signed letter, it must be treated as urgent, and dealt with at once. A demi-official for issue must be issued the same day as a draft is ordered, or as the Secretary's signed letter is sent into office.

(3) All demi-officials sent in to the office, to be filed, and a copy of all demi-officials issued (unless the Secretary issues them in a closed envelope) are, if possible, to be pasted on half a foolscap sheet and fastened to it with thread or silk.

(4) Demi-officials should be made K.-W's, being printed when of sufficient importance.

Departmental memoranda.

20. Copies of inter departmental memoranda are not to be sent out of the office The proper practice is to address the head of the Department in the sense of the referring Department's memorandum.

To be added to rule 19;—

(5). In an official letter no reference is to be made to demi-official correspondence.

Despatch of letters.

21. Subject to the exceptions noted in the following rules, all letters from the Bengal Secretariat will be posted at the General Post Office.

Letters for the Loop-line before 1 p.m., and for North Bengal before 3 p.m.; letters for all other parts of the mofussil before 7 p.m.

(2) Ordinary letters for delivery in Calcutta may be posted in any post-office before 3 p.m.: after that time they must be posted at the General Post Office.

(3) Letters for delivery in Calcutta, which are especially ordered by any of the Secretaries to be delivered to-day, or which are marked "immediate," shall be placed in a special cover, with a note to that effect on the outside, signed by the Head Assistant. If they can be delivered by 5 o'clock, they shall be sent to the office of the addressee, otherwise to his residence. Such letters shall be sent by special peons, and a receipt shall be taken.

(4) Letters simply marked "urgent" or "to be issued to-day" shall be posted without fail in time for the mail of the same day (*vide* rule 1). Such letters shall be marked "urgent" on the cover, and on the face of the letter.

(5) Any order given by any of the Secretaries regarding the issue of letters shall be transferred to the margin and the outside of the draft for the guidance of the sorter and despatcher.

Discourtesy of Assistants.

22. The assistants and all employés in the office are warned that the utmost courtesy must invariably be shown by them to all persons, whether in the service of Government or the outside public; if any instance of discourtesy is brought to the notice of the Secretary, the offender is liable to immediate dismissal.

Drafts.

23. The pages of long drafts are to be consecutively numbered by the drafter; and, in the case of all drafts, the catch-word of the next sheet is to be written at foot of each sheet.

Enclosures.

24. With a view to preventing the recurrence of the omission to return enclosures, the assistants who draft letters are required to be careful, in every draft prepared by them, to mention distinctly the return of enclosures where there are any to be returned.

(2) In drafts made by the Secretary the assistant in charge of the case will add a postscript returning the enclosures, should the draft make no mention of the return.

(3) When the fair copies come to the examiners, they are to make some stroke or mark on the margin of the fair copy to guide the despatcher to the places in the letter which mention the return of papers, or the forwarding of correspondence.

(4) In future the reminder clerk will make a note of each case in which original papers are sent out of this office as enclosures, and it will be his duty, at the end of three months

Enclosures.

from the date of despatch (if the letter is not replied to earlier), to takeed for return of such enclosures.

(5) He can utilize the form of reminder register for this purpose.

(6) The case must not be lost sight of until the papers have been returned.

Examiners.

25. The Secretary will in future sign all fair copies of papers without reading them, taking on trust that they have been correctly examined by the examiner. The examiner will distinctly understand that he will be punished, without further warning, if any mistakes are discovered in papers submitted to the Secretary for signature, or in papers which may have been signed by him after passing through his hands.

Files, Arrangement of.

26. All official documents received and issued from the beginning of the file, or from the time when it was last recorded, should be strung together, the earliest at bottom. All notes on that file should be written continuously on official note paper and strung together separately from the official documents.

(2) All slip-notes apssing between different branches, and generally speaking all superfluous papers, are to be removed before the case is submitted.

Forms, Alteration of.

27. Whenever a circular order issues, necessitating the alteration of any existing form, or the introduction of any new form, a copy of the circular should be forwarded to the Superintendent of Stationery calling his attention to the fact.

Gazette, Examination of.

28. The Registrar and Head Assistants will look carefully into the gazettes, as they are received in the office, and bring any notifications or orders which appear to concern their respective Departments to the notice of the Secretary.

Government of India's letters.

29. Spare copies of important letters from the Government of India are to be submitted through Secretary to His Honour at once, without the file or a note.

Indexes.

30. In future the monthly index must be sent to Press fourteen days after the close of the preceding month; and the annual index must be sent to Press by the first week in February of each

year. It should be completed and printed by the 15th of March. Any instance of delay must be explained by the indexer. It will be the duty of the Registrar and the Head Assistant to bring to notice all instances of delay and of bad indexing. Indexes.

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31. When His Honour writes an inspection note or a separate note on any question (*i.e.*, not an ordinary note which will be printed in the K.-Ws. in Proceedings), the (*a*) Registrar, (*b*) Revenue Head Assistant, (*c*) Statistical Head Assistant, will be responsible in the case of departmental notes, and the Registrar in the case of inspection notes, that two copies are submitted to Secretary as soon as they are printed off. Inspection and other notes by His Honour.

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32. When any employé in the office is allowed leave for a specified period, supplying a substitute, his post will from and after the date on which his leave expires be vacant, unless he returns in time. In case he overstays his leave, he will not be reinstated unless he can fully satisfy the Secretary that his delay in rejoining was unavoidable. When a place becomes vacant under this order, the substitute will have no claim to it. Leave.

(2) Under office rule, absence from office without application for leave subjects the absentee to loss of pay for the period of his absence besides other more serious consequences.

(3) In future, when in consequence of unauthorized absence, it becomes necessary to appoint a substitute to do the absentee's work, the absentee will not be allowed to resume work for a fortnight at least from the date of the substitute's appointment.

(4) When leave is granted to an assistant to join an appointment in another office or department, the conditions of his leave as to lien and promotions are to be distinctly stated and notified to the office Accountant, who will be held responsible for the observance of the conditions.

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33. Casual leave will not be sanctioned in any instance, except that of sudden and serious illness, unless the application is made to the Secretary or Under-Secretary not later than the day before that for which leave is required. Leave, Casual

(2) It seems to be accepted as a general rule that the mere notice by letter that casual leave has been taken is sufficient. This practice cannot be allowed in future. The office may be put to great inconvenience by such a course of procedure.

(3) When the cause of absence can be foreseen, assistants must apply for leave on the previous day. This rule is not generally attended to, and assistants sometimes keep away without offering any explanation.

(4) Such absence is to be noted as *without leave* with its attendant consequences. It will be open to the absentee to offer any explanation he may desire on the following day for the orders of the Secretary.

Letters to India.

34. All letters addressed to the Government of India, with the exception of communications dealing with matters of routine, should be signed by the Secretary.

(2) All drafts to India, except on routine matters, are to be seen by the Lieutenant-Governor before issue.

Marginal notes.

35. Marginal notes should be confined to comments. The recommendations of the officers noting should be consecutive.

Mode of obtaining official information.

36. No assistant is allowed to go to another Department without the permission of the Head Assistant of the Department to which he belongs.

(2) No assistant is permitted to call for information from another Department, except through the Reference Department on a requisition signed by the Head Assistant.

(3) No assistant is permitted to correspond with other offices. All requisitions from such offices must be made by the Head Assistant of the Department requiring information.

(4) No assistant must give information to other departments and offices without the knowledge of the Head Assistant of the Department to which he belongs.

Native officials.

37. The names, and not the initials only, of native officials are to be written in full. This rule applies to tables as well as to drafts and to the Civil List.

Neatness.

38. Assistants are to have special regard to neatness in noting and drafting, and in office work generally.

Note sheets.

39. A spare sheet is always to be put up for His Honour's notes unless there is a good deal of room left on the last note sheet.

Notifications

40. No notification is to be sent out of the Department which orders its publication without bearing at foot the name of the Secretary in whose name it is to be published and the initials of the Under-Secretary as approving of the notification issuing in that Secretary's name.

(2) The drafter is primarily responsible that the notification with which he deals is correct in every way and that the rules are carried out in every particular.

(3) The Head Assistant will take his part of the responsibility by initialling what the drafter does.

Add as sub-rule (1) to rule 42 :—

Inconvenience always ensues when replies are allowed to accumulate over a series of months, and the precis only begun when all have come in. The precis should be made from week to week as they come in. It will then be seen if any one is deficient, and the writer can be addressed again ; and there are often new lights thrown by the answers which should be referred back to the whole set of correspondents. Precis.

Number and date of order to be noted on letter.

41. The recorder is responsible for filling in the number and date of the orders issued on a letter, in the space provided for this purpose on the letter itself.

(2) The reference clerk is responsible for filling in the number and date of answers received to Government letters, in the takeed register.

Office notes.

42. All letters are to be abstracted on the continuous note sheet in such a way that the abstract may be used for the table of contents in A cases, where a brief account of each letter is to be given.

Office orders.

43. When Secretary issues an office order, office will make a marginal note in office-order book, sufficient to show in what file, bundle, &c., Secretary's original order was written and can be found.

Official communications to newspapers.

44. When the Lieutenant-Governor writes "pp." on papers, the letters mean that the contents are suitable for communication to the newspapers.

Official drafting.

45. Care must be taken not to embody in an official draft everything that the Lieutenant-Governor may write in a note, without consulting His Honour.

Papers found with any one who has no concern with them.

46. A case once occurred in an office in which papers were abstracted from a file while in circulation to the Secretary, obviously for the purpose of furnishing copies to parties interested in the case ; and suspicion fell on the peons. The latter were warned that in future, should similar suspicion attach to them, the necessity of dismissing them bodily would be considered unless they could indicate the particular offenders, for there could be but little doubt that in such instances many, if not all, of the peons were cognizant of the transaction. A similar warning should be conveyed to the peons in the Revenue, General and Statistical Departments.

(2) If any peon makes any suspicious enquiry about the subject of a packet, or about any case, he may be instantly dismissed. It will be the duty of every officer on the establishment to report to the Secretary any enquiries of the above nature which may be made of him by any of the peons.

(3) The peons will further understand that as soon as papers are made over to them, they must immediately carry them to the Under-Secretary, Secretary, or Lieutenant-Governor, or to the

Papers found with any one who has no concern with them.

department to which they belong, as the case may require. Detention of papers with them will be very seriously noticed.

(4) Any assistant, also, who is found with papers with which he has no concern, and for the possession of which he can give no satisfactory explanation, will be liable to dismissal.

Papers, Taking Home of.

47. No one except the Registrar, Head Assistants, and first-class assistants, is allowed to take papers and office books home with him except with the permission of the Head of the Department.

Pending lists, Omission from.

48. Omissions to enter undisposed of cases in the monthly pending list have also been discovered. No excuse can be taken for omitting any paper not disposed of from the list.

Pension, Application for.

49. Every application for pension or gratuity is to be treated as *urgent*, and passed out of the office within four days at the outside, from the date of its receipt here.

(2) For any delay, or for carelessness, in the preparation of the papers, or in their examination, the assistant in charge of the case will be held personally responsible.

Petitions Improperly Stamped.

50. The Registrar, Head Assistant or assistant in charge of the department concerned in the office, will be held responsible to bring to the Secretary's notice that any application or petition addressed to Government is not properly stamped.

Post-dating Papers.

51. A practice of post-dating papers, on the part of one of the assistants, was once brought to notice in an office. It is to be understood that it is equally irregular to post-date as to ante-date; any assistant found putting a wrong date to a paper is liable to be severely dealt with.

Printing of papers.

52. As a general rule, letters received in manuscript, extending over 4 pages of manuscript, should be printed before submission. This is not an absolute rule, as some letters received may contain long enclosures,—some personal explanation in some row, for instance, which need never be printed at all,—and some letters running to less than 4 pages may deserve to be printed at once. But it will serve as a general guide. The spirit of this rule has been much neglected in forest cases.

I.—Add as sub-rule (1) *to rule* 48.

(1) All cases pending with His Honour, the Secretary or the Under-Secretary, for more than two weeks, are to be included in the monthly pending list.

II.—Add as sub-rules (1) *to* (4) *to rule* 50.

(1) In ordinary cases private petitions to Government should be stamped in accordance with Schedule II, 1 (*c*) of the Court-fees Act VII of 1890.

(2) Appeals from orders of censure, punishment or dismissal do not require to be stamped.

(3) When petitions are forwarded by the Government of India or the Private Secretary to His Honour, petitioner may be called on to stamp it or not, according to discretion to be exercised in the individual case; but, as a general rule, where such petitions are forwarded merely for disposal, the stamp should be required.

(4) Representations made on behalf of the public generally, or a section of it, whether by associations or individuals, need not be stamped. Thus complaints by raiyats of ill-treatment generally require no stamp.

Printing of Proceedings.

53. In submitting drafts for approval, the drafter will put "print ?" in red ink, legibly written over the address in cases which he thinks of sufficient importance to be brought on the proceedings. If the Under-Secretary is of opinion that the letters should be printed, he will put his initials under the word "print;" otherwise he will run his pen across it.

(2) The drafter will indicate to the sorting clerk, in writing, the papers that are to be sent to Press. Enclosures of letters from local officers need not be printed unless they are required to make the case clear. The proceedings should not be hampered with unnecessary papers.

Progressive salaries.

54. No new appointments are to be created on incremental rates of salary except for special reasons. The principle to be adopted is that the top man of a class may get such a salary because it is desired to retain him in his post and not to promote him elsewhere; but the minor officials all down the line should look to promotion on the occurrence of vacancies, not to the growth of their salaries while their work and responsibility are unchanged. Thus a sarishtadar might get a progressive salary, not the mohurirs under him.

Record-keeper.

55. The Record-keeper in charge of the record-room will be held responsible for all books (such as number books, diaries and despatch books) and for files returned to the record-room from the different departments.

Red and yellow labels.

56. A red label means "leave everything else and take this up." A red label is not to be put in a file which, though important, is only sent for perusal. A yellow label means "early."

References.

57. Before reporting that a subject (a case or a precedent, or a previous reference) is not traceable, the reference branch must exhaust all sources of information, such as the Indexes to the Proceedings, Indexes to the Manuals, Indexes to the Acts, Indexes to the Circular Orders, and any other books of reference, as well as consult all Heads of Departments.

Registrar, powers of.

58. The following drafts may be passed by the Registrar:—

(*a*) Reminders to all officers and Departments of this Government.

(*b*) Forwarding copies of books and papers.

(*c*) Forwarding books to the President of the Reformatory Board to be bound.

(*d*) Forwarding reprints of Military Department generally orders.

Registrar, powers of.

(*e*) Transmitting to the writers petitions returned by the Secretary of State for India.

(*f*) Returning original papers and books.

(*g*) Acknowledging receipt of books.

(*h*) Returning way-bills of emigrant vessels.

(2) The Registrar may dispose of the following routine cases :—

(*a*) Reports of sale or distribution of publications issued by this office press.

(*b*) Receipt of railway time-tables from the several Companies.

(*c*) Application for copies of Acts.

(*d*) Bi-monthly return of stores under provision by the Director-General of Stores for India.

(*e*) Monthly return of emigrants from this port.

Reminders from India.

59. All reminders from India as they come in should be laid before Secretary with explanation of delay.

Service Books.

60. The Accountant should give the assistants every facility in preparing their service books.

(2) In submitting his report on an application for leave other than casual, it will be the duty of the Accountant to accompany it with the applicant's service book for Under-Secretary's initials to any entries requiring such initials.

Smoking.

61. In an office it appeared to be a regular practice with some of the assistants to leave their seats during office hours and to meet together in the verandah for the purpose of smoking. The practice is a bad one, and orders issued for its immediate discontinuance. Any assistant found smoking on the premises is liable to be severely punished.

Spare Copies.

62. A sufficient number of copies of every printed paper must be sent to all Commissioners for distribution to officers subordinate to them. If the paper is sure to be circulated to one or more Collectors, it must be accompanied by the necessary number of spare copies; if it is likely to go also to subdivisional officers, a still larger number of spare copies must be sent with it.

(2) The assistant who drafts the letter is to note in red ink on the margin of the draft the number of copies that should be obtained from press, regulating the number by the number of officers to be supplied.

(3) The sorter, in sending the draft to press, is to see that the number of copies required is noted on the margin, and he will be responsible for the proper distribution of the copies to Commissioners.

III.—Add as sub-rule (6) *to rule* 63.

(6) All stamps are to be punched with a round punch when first received in office by the diarist, and afterwards when sent to the record-room with a triangular punch by the file-keeper.

63. Paragraph 2 of the Resolution of the Government of India, No. 1763, dated 24th July 1873, quoted below, is to be carefully observed :— Stamps, Court-fee, Punching of.

"2. Under Act VII of 1870, section 30, court-fee labels are cancelled by punching out the figure head. But this does not perhaps afford sufficient protection, and pending further consideration of the subject, the Governor-General in Council directs that the record-keeper of every court shall, when a case is decided, and the record consigned to his custody, punch a second hole in each label, distinct from the first, and note the date of his doing so at the same time. The second punching should not remove so much of the stamp as to render it impossible or difficult to ascertain its value or nature."

(2) The senior reference clerk in each department is to punch the labels as prescribed.

(3) The Registrar and Head Assistants should satisfy themselves occasionally that the order is not neglected in their respective departments.

(4) With reference to the following extract from Government Order No. 316, dated 7th February 1874, and section 30 of the Court-fees Act, VII of 1870, particular care must be taken to punch out the figure head from stamps affixed to documents presented to Government :—

"It has been brought to the notice of Government that the provisions of section 30 of the Court-fees Act, VII of 1870, regarding the cancellation of stamps, are not in all cases strictly observed, and that consequently stamps are liable to be fraudulently used a second time.

"It is, therefore, requested that, with the permission of His Honour the Lieutenant-Governor, you will be good enough to impress upon all courts and officers having to deal with court-fee stamps, the importance of punching out from the stamps the figure head, and destroying the piece before taking action upon the documents to which the stamps may be attached."

(5) The Registrar and Head Assistants will, in their respective departments, see all stamps punched through, and the piece punched out destroyed, before submitting the papers for orders.

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64. The assistant in charge of a case will see that all the necessary entries have been made on each letter in a bundle, that the papers are complete, and that they are properly arranged, before submitting the case to the Secretary. Submission of case to Secretary.

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65. The Lieutenant-Governor has noticed with disapprobation the way in which, in the Revenue Department, cases foreign to one another are mixed up together; for instance, a Sunderbuns case and a Chota Nagpore forest case came up together, treated in the same office note. Office, in all Departments under Revenue Secretary, will take care in future that cases are kept as distinct as possible and dealt with in separate files. The Registrar and Head Assistants will be held responsible that this order is observed strictly. Submission of cases separately

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66. Double tape is not to be used in tying up bundles. Tape.

(2) Mangled pieces of knotted tape are not to be used for tying up bundles.

Telegrams.

67. It is the duty of the assistant in charge of a case to *satisfy* himself of the despatch of telegrams appertaining to the case, and he will be held personally responsible for any delay in their issue.

(2) When a telegram is despatched from office, the assistant in charge of the case will, if no reply is received by noon of the 15th day from its despatch, resubmit the case to Under-Secretary, with a suggestion for the issue of a reminder or for further orders.

(3) A post copy of each telegram despatched is to be sent the same day signed by the Registrar or Head Assistant. The assistant in charge of the case is responsible that this post copy is sent.

(4) All telegrams received in office, except those relating to routine matters, such as weather and crops and rainfalls, are to be submitted to Secretary within an hour of receipt in office.

Tour, Files sent on.

68. Files which the Secretary requires to take with him when on tour, or to be forwarded after him, should be examined by the assistant in charge of the case, who should, before despatch, carefully examine the bundle to see that all necessary papers have been put up by the Reference Branch, and should initial the bundle in proof of his having satisfied himself that it is complete.

(2) When files or packets not requiring orders, but marked for discussion on tour are, under His Honour's orders, sent on tour for consideration on the spot, the salient points (indicating clearly what is wanted) should be written on a slip, which should be put on the top of files or packets.

Unauthorized information.

69. The office assistants are warned that any one discovered giving unauthorized information will be liable to dismissal.

Volunteers.

70. In future, when any European or Eurasian Assistant is appointed in this office, he is to be asked whether he wishes to join either the Reserve Battalion or the Active Corps of the Presidency Volunteers. It is desirable that young men should enlist in the Active Corps rather than as Reservists.

Weekly submission of printed papers to His Honour.

71. Every printed paper is to be submitted to His Honour on the Saturday after receipt, in a single cover for each Department. These papers include collections of departmental proceedings, all letters (not urgent) received from the Government of India, and all papers printed at the Bengal Secretariat Press.

3. Add to order 68 a new clause:—

(3) When His Honour is on tour, only such files as are absolutely necessary are to be sent to him, and those sent are to be weeded out so that they may be as little bulky as possible.

D. P. I.'s Circulars.

* Copies of the Director of Public Instruction's Circulars received in office, and copies of the Resolutions on all annual Departmental and Divisional reports published in the Gazette during the week should also be submitted.

No red slips are to be put on the weekly bundles of printed papers.

72. The assistants and copyists are required to pay attention to their handwriting. Writing.

(2) In writing, they should take care to form each letter well, not to run words into each other, but to keep them separate, and to leave a sufficient space between each word.

(3) The copyists are warned that no one will be promoted from one grade to another unless his writing is neat and clear.

73. The transliteration of vernacular names, of places, terms as prescribed in the Resolution No. 526 Mis. of 9th February 1892, is to be carefully observed. The Press and all Assistants through whose hands papers pass are to correct the spelling in conformity with that Resolution. Spelling.

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74. The Registrar and Head Assistants are responsible for calling the attention of the Under-Secretary and Secretary in good time to any delay likely to occur, or that has occurred, in the submission of reports and returns due to the Government of India and the Secretary of State. Reports and Returns.

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75. A buff sheet is to be fully written upon before another sheet is used. Buff sheets.

76. Books intended for sale by any officer under this Government should be sent to him through the Press, or in the event of their being supplied to him direct, the name and the number of the books so sent, together with the name of the officer to whom they are supplied, should be communicated to the Press by the Department forwarding the books. Books, sale of.

2. Make a new order, No. 77 :—

Papers printed for perusal and orders are always to be recorded in A Proceedings.

Separate Letters.

78. Simultaneously with Resolutions on Annual Reports, Separate Letters are to issue, "in continuation," to the Department or Office submitting the report, and are to deal with the minor matters noticed by His Honour or Secretary which it is not desirable to publish. The Separate Letters are to be submitted in proof to His Honour at the same time as the draft Resolution.

The first paragraph of the separate letter should run as follows :—"In continuation of the Government Resolution on the _____ report for _____, I am desired to convey in a separate letter the following observations which it is not thought necessary to make public."

R. D'R.—Reg. No. 4290J—100—13-1-92.

Tabular Statements.

79. The Lieutenant-Governor having noticed certain defects in some of the Annual Reports, Departmental, Divisional, &c., which have recently come before him has desired that the following instructions may be carefully observed in all reports, annual or occasional, submitted to Government in future :—

(1) The columns of all tables and statements of figures whether in the body of, or in appendices to, reports, should have their columns numbered for facility of reference;

(2) The line of numbers of the columns should be placed just below the subject headings of the table or statement, and just above the first line of figures of the table or statement;

(3) In all cases, where possible, the columns of all tables and statements should be accurately totalled vertically as well as horizontally;

(4) In all cases, where possible, if a column refers to an average or percentage, the general average or percentage should be struck at the foot of the column;

(5) In all cases, where possible, grand totals for the period under report should be furnished; and

(6) The grand totals for the corresponding period (month, quarter, year, &c.) previous should be subjoined in a separate line.

80. Notes should always be recorded with the letters to which they refer, whether the latter are recorded in A or B.

81. The Librarian is from time to time to bring to the notice of the Secretary to Government in the General Department, the names of such newly published books of general interest of an official kind or on subjects in which Government may be directly or indirectly concerned, as he considers suitable for purchase for the Secretariat Library.

Holidays and last Saturdays.

85. It will be the duty of the Registrar to remind the Under-Secretary and the Secretary of the occurrence of office holidays and last Saturdays of the months, and to take orders whether the office is to be closed on those occasions.

Head Assistant to read letters.

86. Immediately on receipt of a batch of fresh letters with the chalan book from the Registrar, each letter is to be read, dated and initialled by the Head Assistant, and is to be marked "early," "urgent," or "immediate," or "print," or in any other way required, before transmission to the diarist. Communications not diarized (such as demi-officials, telegrams, unofficial notes, &c.), are to be transmitted by the Head Assistant direct to the Chief Reference Clerk, by whom they are to be separately registered.

87. If the Head Assistant is absent from office for the day, the action prescribed in the preceding rule shall be taken by the Assistant doing his work for the day. Absence of Head Assistant.

88. On receiving letters from the diarist, the Chief Reference Clerk shall distribute them, as also the other communications not diarized, referred to in rule 86, to the Reference Clerks of the respective branches. Distribution by Chief Reference Clerk.

89. The Reference Clerk in charge of a branch shall read every letter immediately on receipt by him. He shall next consult the Assistant in charge of the case to which a letter belongs, or if there be no Assistant in charge, or if there be no pending case to which a letter refers, then the Assistant who usually deals with such cases, or a senior Assistant, or the Head Assistant, as convenient, as to the manner in which the letter should be submitted and the degree of urgency attaching to it. The Reference Clerk may dispense with such consultation at his choice, but he will do so at his own risk and on his own responsibility. In cases of an obviously and unmistakeably routine character, no previous consultation will be necessary. Letters which do not, on the face of them, show that they have been seen by the Head Assistant, should be shown to him, as soon as the omission is discovered by the Assistant discovering it. Responsibilities of Reference Clerks.

90. The processes described in the preceding rules as to the settlement of the references and the character of a communication shall ordinarily be completed on the day the communication is received. Processes to be completed on day of receipt.

91. A reference clerk is not at liberty to delegate any of the duties enumerated above to any Assistant he may have. The proper use of an Assistant is to employ him in collecting references after they have been settled. Reference Clerk not to delegate.

92. The rules above laid down apply *mutatis mutandis* to demi-officials, unofficial notes, telegrams, as also to letters received direct from Secretaries, other Departments, or in any other way. Extension of rules 86 to 91.

93. If by any chance any orders of the Lieutenant-Governor have not been carried out within seven days, the Registrar and Head Assistants will on the eighth day collect all such cases and bring them personally to the Secretary for orders. Lieutenant-Governor's orders; delays in drafting.

Add as rule 94—

94. No general circular should issue without being submitted to the Lieutenant-Governor. Circulars.

(Sd.) A. P. M.

ADD as Rule 94*a*—

No Circular letter or endorsement calling for a report or raising a new question is to be issued to Commissioners without Secretary seeing it and passing orders.

Add as rule 95:—

95. No spare copies of Reports or other works published at the instance of the authors and kept in the Secretariat Press are to be destroyed or sold as waste paper without the orders of the Secretary in the General Department. On receipt of such proposals a communication is to be made in each case from the General Department to the author, with an intimation that (so many) spare copies of his work are in the Secretariat Press, and that it is open to him, within a certain time (to be specified), to purchase the whole or any number of the spare copies at the rate of Rs. per maund (to be fixed in each case by previous reference to the Superintendent of the Press). This communication should be made by registered letter.

ADD as rule 96:—

Printing of Director of Public Instruction's letters.

96. The following procedure is to be observed when letters addressed by the Director of Public Instruction to Government are printed:—

(1) If the letters are printed under order of the Director of Public Instruction, he will, when ordering the number of copies required by himself, instruct the Press at the same time to supply 12 copies to Government (the usual number required for cases to be recorded in B). He will also instruct the Press to keep the type standing until orders are received from Government to break it up.

(2) The General Department (Education), on receipt of a printed letter and the 12 copies from the Director of Public Instruction, will order as many additional copies as may seem to be required, generally one or other of the following numbers:—

(*a*) Forty additional copies for cases of which this Government can dispose and which are to be recorded in A.

(*b*) Seventy additional copies for cases in which a reference is to be made to the Government of India.

(*c*) Two hundred copies when the letter is to be distributed to Commissioners and District Officers.

(*d*) Four hundred and fifty copies when the letter is to be distributed to Commissioners, District Officers, and Municipalities.

(3) The number of additional copies required will be estimated and the press order given by the Assistant in charge of the Education Department, who should refer to the Registrar in cases of doubt.

(4) On the required number of copies being supplied by the Press to the General Department, the type will be broken up.

(5) The Press will supply the Director of Public Instruction with six copies of letters received from him in manuscript which are printed by order of Government.

Add as Rule 98:—

Rules of the Darjeeling Tour Library.

(1). The Library, which is common to all Departments of the Secretariat, including the Public Works Department, will be in charge of the Senior Assistant of the General and Revenue Departments, who will be responsible for the safe-custody of the books.

(2). All books sent up from Calcutta for the use of the Secretariat will be entered on receipt in the printed catalogue under the proper heads and placed in their proper places in the Library after being stamped with the Government seal and the words "Darjeeling Tour Library." No book so stamped is to be sent from Darjeeling without permission of the Secretary or Under-Secretary.

(3). Requisitions for books should be made during office hours, and should be signed by a Secretary or Under-Secretary, or the Assistant in charge of the Department requiring them. The officer or Assistant signing for a book will be responsible for it until it is returned to the Library.

(4). Books requisitioned for should, as far as possible, be supplied from the spare copies kept separately, recourse being had to the Library proper when there are no spare copies of any particular book.

(5). If a book taken out is retained longer than a fortnight, reminders should be issued once a week. If after the scond reminder the book is not returned, the fact should be reported to the Secretary or Under-Secretary by the Assistant in charge of the Library.

(6). No book of which there is only a single copy in the Library should be allowed to go out of the office or detached from the files without the Secretary's or Under-Secretary's permission.

(7). A register of all books issued from the Library on requisition should be kept in the following form:—

Month.	Date.	Title of book.	No. of copies.	To whom lent.	No. and date of each reminder issued.	Date of return.	Remarks.
1	2	3	4	5	6	7	8

This register should be kept up to date, and should be submitted once a month for the Secretary's or Under-Secretary's inspection.

Rules of the Darjeeling Tour Library.

(8). The requisition slips should be preserved in files until the books are returned to the Library. When the books are returned to the Library, the requisition slips should be returned to the Department from which they were received.

(9). Books of reference, Manuals, &c., marked "Darjeeling" should be corrected up to date there. Such books of reference as belong to the General and Revenue Departments are to be corrected at Darjeeling on each occasion of the Government's return to Darjeeling. The Senior Assistant at Darjeeling in each Department will see at once that all books of reference, Manuals, &c., are completed up to date with corrections issued since Government last left Darjeeling.

(10). The office librarian will be responsible (*a*) for making over to Senior Assistants proceeding to Darjeeling on each occasion correction slips issued during the absence of Government from Darjeeling, and (*b*) for sending up correction slips regularly to Darjeeling while Government is there.